

**Department of the Army  
Office of the Deputy Chief of Staff for Personnel, G-1  
USACHRA, JRTC & Fort Polk Civilian Personnel Advisory Center  
7041 Radio Road  
Fort Polk, LA 71459**

**STANDARD OPERATING PROCEDURES**

**FOR**

**PROCESSING NEW-HIRE PAPERWORK**

1. **PURPOSE:** To establish local processes and procedures to serve as guidance in the efficient and timely processing of new-hire paperwork for appropriated fund employees.
2. **APPLICATION:** This Standard Operating Procedure applies to the inprocessing of all appropriated fund new-hire employees by the CPAC.
3. **GENERAL INFORMATION:** In order to ensure the timely processing of all new hire paperwork by the Civilian Personnel Operations Center (CPOC), it is determined that CPAC business processes and procedures are required in order to ensure the timely receipt of and transmittal to the CPOC of all new hire paperwork. This SOP identifies all new hire paperwork and clarifies the role of the CPAC Human Resources Specialists and Assistants. The urgency of the timely input of this new hire data, which flows to the DEERS system is precipitated by the inability of some new hires to obtain their Common Access Cards (CAC) or register their vehicles. It is expected that implementation of these processes and procedures will help to eliminate or greatly reduce this problem.
4. **CPAC RESPONSIBILITIES:**
  - a. The Human Resources Specialists will:
    - (1) Inform selectee, when extending a job offer, that an EOD cannot be established until supporting proof of their appointment eligibility, i.e., SF-50, DD 214, VA letter, etc., is received by the CPAC and all appropriate physicals, drug tests, security clearances/waivers, etc., are completed;
    - (2) Ensure that all new hire paperwork (copy of RPA, resume, and supporting documentation) is provided to the Human Resources Assistants no later than Wednesday, prior to the EOD date;
    - (3) Provide all new hire paperwork to the HR assistants for those selectees pending physical/drug test results, waivers of security clearances, etc., annotated that the EOD is pending receipt of final physical/drug test/security paperwork;

(4) Alert the HR Assistants to possible exceptions to the cutoff timeline in situations involving emergency new-hires or those with Command emphasis;

(5) If notified of final physical/drug test/security results, immediately notify the HR Assistants and establish a firm EOD. This action could possibly involve coordination of exception to the cutoff timeline. The results are primarily monitored by the HR Assistants, however, who keep the HR Specialists informed.

b. The Human Resources Assistants will:

(1) Provide the selectee with the appropriate Background Questionnaire (SF 85, 85P or 86) and SF 1199 Direct Deposit Form on initial contact with selectee. The selectee will be instructed to return the security questionnaire as soon as possible. (If the selectee must obtain a Secret clearance, he/she will be instructed to return the SF86 within two days) If the questionnaire is a SF 86, then a Waiver of Security Clearance must be completed prior to establishing an EOD. The selectee will be required to provide two forms of ID on the day of in processing (the Social Security card can no longer be used as a valid form of identification).

(2) Ensure all in processing documents are completed prior to employee's EOD date;

(3) Schedule pre-employment drug testing (call 531-1973 to schedule) and physical appointments (call 531-6131 to schedule), or light duty physical appointments as required prior to employee's EOD date. Light duty physicals are for new employees who do not require a full physical to qualify for employment and are scheduled with Occupational Health (531-6131). If individual fails to report for physical, CPAC is notified and the CPAC HR Assistant will make arrangements for the new date for the physical through Occupational Health. Light Duty physicals are to be re-scheduled by supervisors.

- Ensure CHCS Registration Form is completed, signed by employee, and faxed to MEDDAC (531-3089 or 531-3259, ATTN: Linda Lloyd) as soon as the physical date has been established.
- Provide the SF 78 and Position Description to the employee and instruct employee to take the paperwork when he/she reports for the physical. If the employee only requires a "light duty physical", then the individual is given 2 copies of the Physical Appointment Slip with Position Description attached and is instructed to provide the position description to Occupational Health on the day of the physical. Instruct employee to provide the other set to his/her supervisor.

(4) When applicable, forward SF 86 and cover memo requesting organization Security Manager to request an "Exception to Policy" in accordance with AR 380-67. Exception must be granted before an EOD can be established.

(5) Ensure 'New Hire Data Sheet (SC Region)', with appropriate supporting documents (as required), is scanned and emailed (preferred method) or faxed to the CPOC no later than 1400 hours on the day of in processing;

(6) Provide the installation personnel security office with a list of all new hires and their security status;

(7) Provide email to the CPOC and CPAC Director, prior to in processing, a listing of new hires by name, job title, grade and series, and organization;

(8) Conduct in processing on EOD date as described at Appendixes A-E;

(9) Mail new hire paperwork by overnight FEDEX to the CPOC the day following in processing.

c. The CPAC Director will support adherence to the processes and procedures set forth in this SOP.

5. This SOP has been reviewed and approved by our CPOC partners and will remain in effect until superseded. The processes contained in this SOP may be modified at any time by the CPAC Director in coordination with the CPOC.

12 April 2005  
DATE

//Original Signed//  
DONALD R. MALLET  
Director, Civilian Personnel Advisory  
Center

#### APPENDIXES:

- A- Processing – New Federal Employees
- B- Processing – Transfers from Army (CAO) or other Agencies
- C- Employee Benefits Processes and Information
- D- Payroll Processes and Information
- E- Personnel Security Processes and Information
- F- Applicable Forms

## Appendix A

### Processing of NEW FEDERAL EMPLOYEES

For a new federal employee the following documents must be completed:

*(In processing documents are located on the share drive in the “New Hire Forms” folder)*

<b>I-9</b>	<b>Eligibility For Federal Employment</b>
<b>CPAC</b>	<b>Statement of Understanding (Temporary/Term Employees)</b>
<b>OF-306</b>	<b>Declaration For Federal Employment</b>
<b>SF-144</b>	<b>Statement of Prior Federal Service</b>
<b>W-4</b>	<b>Federal Employee’s Withholding Allowance Certificate</b>
<b>L-4</b>	<b>Louisiana Employee Withholding Exemption Certificate</b>
<b>SF 181</b>	<b>Race &amp; National Origin Identification</b>
<b>SF 256</b>	<b>Self-Identification of Handicap</b>
<b>FP 258</b>	<b>Self-Identification – Education Level Update</b>
<b>FP 505</b>	<b>Identification of Reservist &amp; Military Dependents</b>
<b>DD 1172-2</b>	<b>Application for DoD Common Access Card (DEERS Enrollment)</b>
<b>SF 61</b>	<b>Appointment Affidavits</b>
<b>SF 85, 85P or 86</b>	<b>Security Questionnaire (If employee uses government computer he/she must complete the SF-85P) (If employee requires a Secret or Top Secret clearance, he/she must complete the SF 86)</b>
<b>SF 187</b>	<b>Fingerprint Card</b>

#### Testing Designated Positions:

<b>DA Form 5019</b>	<b>Condition of Employment for Positions Identified Critical Under DA Drug-Free Federal Workplace Program</b>
<b>CPAC</b>	<b>Drug Urinalysis Testing Statement of Understanding</b>

#### Military Retirees

**SF 813 Verification of Military Retiree’s Service**  
**Military Retiree Mobilization Form**  
**Campaign & Expedition List**

To expedite inprocessing time, complete the documents before the inprocessing date.

On the day of inprocessing, the employee must provide two forms of identification as specified on the reverse side of the I-9 Form. The I-9 will be completed IAW the instructions outlined on the form and only those allowable forms of identification will be annotated on the I-9.

Complete information is needed for each inprocessing document.

OF 306 - For any question answered with “yes” – **complete** information must be provided in block 16. Information should always answer the four W’s... who, what, when, and where.

**DEROGATORY INFORMATION MUST BE CLEARED WITH THE APPROPRIATE HUMAN RESOURCES SPECIALIST BEFORE THE OATH OF OFFICE CAN BE ADMINISTERED.**

Once the inprocessing forms have been completed, the employee is given the “Oath of Office” and signs the Appointment Affidavit (SF 61).

The following information and/or handouts are provided to all employees:

**Employee Handbook**  
**Standards of Conduct**  
**Info Sheet – Probationary Period**

Permanent & Term employees receive the following additional handouts:

**Benefits Information Packet**

The packet contains:

- Website locations for all appropriate benefits
- Instructions for creating ABC Point of Entry Password and PIN.
- FEHB Cost Guide
- Beneficiary information

A brief explanation of the handouts is provided. Additional information is provided when required. Although the Employee Handbook contains most of the information a new employee will need, you may want to provide additional information on the following:

- a) Their service computation date
- b) Leave accrual (sick/annual)
- c) Liberal leave policy
- d) Tour of duty
- e) Pay periods
- f) Directions to the Consolidated Processing Center (for I.D. Cards and Vehicle Registration).
- h) Directions to place of employment
- i) Light duty physical requirement

Complete the ‘New Hire Data Sheet (SC Region)’ using information obtained from the inprocessing forms. When applicable, the following forms are required by the CPOC as attachments to the data sheet: **DD 214, SF 75 info, SF 50, and SF 813**. The data sheet and attachments should be scanned and e-mailed (preferred method) or faxed to the CPOC at DSN 897-3320/0686, **no later than 1400 hours on the day of inprocessing.**

The inprocessing packet is sent with the next daily FEDEX transmittal to the CPOC. The packet should include all pertinent information on the employee and position.

**Appendix B**  
**Processing of**  
**TRANSFERS FROM ARMY (CAO) OR OTHER AGENCIES**

For employees transferring from another Army installation (CAO) or from another federal agency, the following documents are required:

**SF 144**      **Statement of Prior Federal Service**  
**W-4**        **Federal Employee's Withholding Allowance Certificate**  
**L-4**        **Louisiana Employee Withholding Exemption Certificate**  
**SF 181**     **Race & National Origin Identification**  
**SF 256**     **Self-Identification of Handicap**  
**FP 258**     **Self-Identification – Education Level Update**  
**DD 1172-2** **Application for DoD Common Access Card (DEERS Enrollment)**  
**TSP Transfer Statement**  
**Temporary Leave Account Statement**

Verify the employee's security status and, if necessary, complete the applicable security packet and forward to OPM FIPC.

Complete the 'New Hire Data Sheet (SC Region)' using information obtained from the inprocessing forms. When applicable, the following forms are required by the CPOC as attachments to the data sheet: **DD 214**, **SF 75 info**, **SF 50**, and **SF 813**. The data sheet and attachments should be scanned and e-mailed (preferred method) or faxed to the CPOC at DSN 897-3320/0686 no later than 1400 hours on the day of inprocessing.

The inprocessing packet is sent with the next daily FEDEX transmittal to the CPOC. The packet should include all pertinent information on the employee and position.

**Appendix C**  
**EMPLOYEE BENEFITS PROCESSES**  
**AND**  
**INFORMATION**

Permanent and Term employees are entitled to the following:

**Federal Employees Group Life Insurance (FEGLI)**  
**Federal Employees Health Benefits (FEHB)**  
**Long Term Health Care Insurance**  
**Thrift Savings Plan Program (TSP)**  
**Federal Employee Retirement System (FERS)**

Benefits and benefits counseling are handled through the Army Benefits Center-Civilian (ABC-C) (<https://www.abc.army.mil>). Army Benefits Center-Civilian can also be accessed by phone at 1-877-276-9287. For hearing impaired call 1-877-276-9833.

Limited information on the benefits afforded to permanent and term employees is necessary so that the employee is aware of their entitlements.

a) Retirement –

Permanent employees are automatically covered under the Federal Employee Retirement System (FERS).

Term employees are not always eligible for retirement coverage. Eligibility must be verified before telling the employee they are covered under a particular retirement.

b) FEHB –

Employee has 60 days to elect health benefit coverage. If the employee fails to elect, they will be unable to do so until the next open season. FEHB has one open season each year from mid-November to mid-December.

c) FEGLI –

Employee is automatically enrolled in Basic, unless he/she waives it. Employee has 30 days to make FEGLI elections.

d) TSP –

Employee has 60 days to elect to contribute to the TSP. It should be explained that only the contribution amount is elected through the Army Benefits Center. The TSP funds allocation is processed through the TSP once the employee receives the PIN from the TSP. Also initially, all TSP funds are placed in the G Fund.

**Appendix D**  
**PAYROLL PROCESSES**  
**AND**  
**INFORMATION**

The following inprocessing documents are given to the payroll liaison:

<b>RPA</b>	<b>Request For Personnel Action</b>
<b>W-4</b>	<b>Federal–Employee’s Withholding Allowance Certificate</b>
<b>L-4</b>	<b>Louisiana–Employee Withholding Exemption Certificate</b>
<b>SF 1199</b>	<b>Direct Deposit Form</b>

**Temporary Leave Account Request (When applicable) along with a copy of the individual’s most recent LES (Leave and Earnings Statement)**

For garrison employees the information is provided to the civilian pay liaison.

For MEDDAC employees the information is provided to the MEDDAC civilian pay liaison.



**Appendix E**  
**PERSONNEL SECURITY PROCESSES**  
**AND**  
**INFORMATION**

Security packets consist of the following

SF 85, or  
SF 85P, or  
SF 86

OF 306

Copy of Resume

SF 87 Fingerprint Card

- The OF 306 should always contain complete information.
- The questionnaire should always contain complete information.
- There should never be gaps in dates.

When complete information is not provided in any part of the packet, the FIPC will return the packet for correction.

The security packet is forward to:

OPM-FIPC, P.O. Box 618, Boyers, PA 16018.

Instruction for the “Agency Data” portion of the questionnaires is attached.

SF 85 and SF 85P packets do not require involvement of the organization’s Security Manager or the Installation Security office.

For any position requiring a clearance an SF 86 must be completed. The employee’s EOD is tentative until an ‘Exception to Policy’ as required by AR 380-67 is approved by the G2 or MEDDAC Security Office.

- Provide employee with appropriate form and request the form be returned within 2 business days.
- Forward a copy of the SF 86 and cover memo (attached) to the organization’s security manager.
- Upon receipt of the approved exception, employee can be scheduled for inprocessing.

## **Appendix F**

### **APPLICABLE FORMS/PAPERWORK**

1. I-9
2. OF 306
3. SF-144
4. L-4 Louisiana Tax Withholding Form
5. W-4 Federal Tax Withholding Form
6. SF 181 Race & National Origin Identification
7. SF 256 Self-Identification of Handicap
8. FP 258 Self-Identification – Education Level Update
9. FP 505 Identification of Reservist & Military Dependents
10. DD 1172-2 Application for DoD Common Access Card  
(DEERS Enrollment)
11. SF 61 Appointment Affidavits
12. Statement of Understanding Temp/Term Employment
13. SF 813
14. Military Retiree Mobilization Form
15. List of Campaigns & Expeditions
16. SF 187 Fingerprint Card
17. Temporary Leave Account Form
18. TSP Transfer Form
19. Occupational Health Physical Appointment Slip
20. Instructions for Agency Block on Background Questionnaires
21. Exception to Policy Cover Memorandum
22. DA Form 5019 - Condition of Employment for Positions Identified Critical  
Under DA Drug-Free Federal Workplace Program
23. CPAC-Drug Urinalysis Testing Statement of Understanding